



## Minutes

CAPM Board of Directors Meeting

October 16, 2014

5:00PM – 7:00PM

Lady Slipper Room, Centennial Office Building

658 Cedar Street, Saint Paul, MN 55155

Madame Chair Batika called the meeting to order at 5:07PM.

I. COMMUNITY PRESENTATION

Yi Li You, Executive Director of Chinese Social Service Center, presented about the organization's history, mission, services, and current activities.

II. ROLL CALL

***Present:***

Adeel Lari

Elsa Batika

George Thaw Moo

Hedy Tripp

Hoeun Hach

Danny Lee

Melissa Kwon

Mukhtar Thakur

Priya Outar

Shanti Shah

Shivanthi Sathanandan

Tran Nhon

State Senator Alice Johnson

State Representative Joe Mullery

State Representative Carolyn Laine

***Staff:*** Sia Her, Karina Vang, Tenzin Dolkar, and Angelina Nguyen.

***Absent:*** Tsewang Ngodup, Ananda Liyanapathiranage, David Maeda, and State Senator Fong Hawj.

*With 12 out of 15 voting members present, there was a quorum.*

III. APPROVAL OF OCTOBER 2014 MEETING AGENDA

Madame Chair Batika asked for a motion to approve the meeting agenda.

**MOTION:** To approve October 16, 2014 meeting agenda.

**BY:** Ms. Sathanandan and Ms. Shah seconded. *Motion was unanimously approved.*



IV. APPROVAL OF AUGUST 2014 MEETING MINUTES

Madame Chair Batica presented to the Board the minutes of August 21, 2014.

DISCUSSION: Regarding page 2 of the August meeting minutes, Mr. Lari corrected what was recorded in the first paragraph, last sentence, under the discussion section of the Executive Director's Report. Senator Johnson suggested that a period be added after "point 2" and the rest of the sentence deleted.

MOTION: To revise page 2 of August 21, 2014 meeting minutes as suggested by Senator Johnson.

BY: Mr. Lari and seconded by Mr. Lee. *Motion was unanimously approved.*

V. EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director's Report was provided to everyone. Ms. Her summarized administrative, staff, projects/programs, community relations, government relations, and community outreach updates.

DISCUSSION:

Mr. Lari said the Board should review the Change Item Request before it goes to the Legislature. Ms. Her explained that the initial request had been submitted to MMB only, and that there will be many more opportunities for the Board to engage because this is just a request and the first step of many.

Regarding hiring outside contractors to compile CAPM's annual report, Mr. Lari asked why it wasn't brought to the Board for approval. Madame Chair Batica, Mr. Lee, and Ms. Shah clarified that all contracts under \$5,000 do not need Board approval.

A guest, Ms. Jean Lee, brought attention to the fact that Homes for All Coalition is against the HOME Bill. If CAPM is to support Homes for All and the HOME Bill, CAPM should anticipate some sort of negotiation.

VI. FINANCIAL REPORT

Ms. Her presented the current budget to the Board.

DISCUSSION:

Senator Johnson asked Ms. Her to explain the unexpended amount. Ms. Her explained that turnover in staffing was the reason for unexpended funds.

Dr. Kwon asked if the unobligated amount can be used for outreach to and support of community organizations and projects. Ms. Her, Mr. Lee, and Madame Chair Batica recalled that the Board had discussed this topic last year and had decided not to use CAPM funds for such purposes.



Senator Johnson emphasized that outreach activities conducted by staff should be covered by CAPM funds rather than come out of staff's pocket as is the current case.

Ms. Outar asked if it will be challenging for CAPM to ask for additional funding when our current budget has unexpended funds. Mr. Lari cautioned that CAPM should be a good steward of public dollars.

Dr. Kwon asked if the Board can discuss the possibility of allocating an allowance for community outreach activities. She has heard much interest and request from various community-based entities to build a stronger connection with CAPM. Madame Chair Batika said this topic is a discussion for the Board retreat.

MOTION: To approve the financial report.

BY: Mr. Thakur and seconded by Mr. Lari. *Motion was unanimously approved.*

## VII. COMMITTEE REPORTS

### *Executive Committee:*

The Executive Committee met earlier in October. Due to the expiring term of some Board members anticipated in January 2015, the Executive Committee decided to conduct a Board retreat before next calendar year. Madame Chair Batika asked all Board members to review two documents – Policies and Procedures and the Strategic Plan – by the end of October 2014 to prepare for the Board retreat.

Dr. Kwon asked staff to send a Word document of the Policies and Procedures to all Board members.

MOTION: To extend the Board's meeting on November 20, 2014 to 4PM-9PM in place of a Saturday Board retreat.

BY: Ms. Sathanandan and seconded by Ms. Tripp. *Motion was unanimously approved.*

### *Government Relations Committee:*

The Government Relations Committee met to revise and finalize CAPM's community survey, which is in deployment until October 31, 2014. They also discussed CAPM's two bills on Asian Pacific Minnesotan women and children. Committee Chair Tran also shared that Senator Marty had asked CAPM for comments on one of the bills he authored on the topic of community-based volunteer work for K-12 students.

### *Events Committee:*

At its August 2014 meeting, the Board had decided to continue hosting the Heritage Dinner and to re-brand it as a Leadership Dinner. Ms. Vang updated the Board that MMB is in the process of opening the bidding process to vendors.



VIII. 2015 BOARD LEADERSHIP AND TRAINING

The Board voted to have its retreat during its November meeting time: November 20, 2014 at 4PM – 9PM. The agenda will possibly include a visit from MMB staff, a visit from HR staff, review of the Policies and Procedures draft, review of the Strategic Plan draft, discussion of 2014 elections, and discussion CAPM community survey results.

IX. STRATEGIC PLAN DRAFT

Madame Chair Batika asked all Board members to review and send her their feedback by the end of October 2014.

X. POLICIES AND PROCEDURES DRAFT

Madame Chair Batika asked all Board members to review and send her their feedback by the end of October 2014.

XI. EXECUTIVE DIRECTOR'S PERFORMANCE EVALUATION – NEXT STEPS

The Executive Committee had met with HR and MMB. The performance evaluation is due on June 30, 2015. The Executive Committee recommended to all Board members that the evaluation be completed before the end of 2014 calendar year while current Board members are still around. Madame Chair Batika asked all Board members to fill out the SmART form and send it to her as soon as possible, but no later than the end of November 2014.

XII. UPDATES

Senator Johnson shared that she participated in India Fest in August 2014, hosted by the India Association of Minnesota.

Ms. Sathanandan will email all Board members details of the Indian community's upcoming events.

Ms. Tripp announced that on October 18, 2014, her students will distribute a flyer about health disparity and breast cancer.

Mr. Hach shared that his Cambodian community members will go to Washington DC, along with other Southeast Asians, to lobby for recognition for the Cambodian and Lao veterans. A guest accompanying Mr. Hach, Ms. Walbolt, shared about her current project in the Cambodian community. She's currently looking for a home for Cambodian children whose parents are unable to take care of them. She invited everyone to her fundraiser on December 6, 2014 at the U Garden Restaurant.

Mr. Thaw Moo shared that his community leaders met with Ramsey County Commissioners via facilitation by CAPM.



Ms. Outar announced that Diwali, the Hindu festival of lights, will be celebrated on October 18, 2014. She will send an email to all Board members with more details of the various Diwali celebrations.

Ms. Shah announced that the India Association of Minnesota elected a new president who is interested in working with CAPM more closely.

XIII. ADJOURNMENT

The meeting was adjourned at 7:00PM.